



EMPLOYMENT REGISTERS

PM-14-05

Section: 14-00, EMPLOYMENT

POLICY

Employment registers are composed of applicants that are screened, evaluated, and certified as meeting the minimum qualifications of a given job. This may include any examination and/or test that may be required. There are four types of employment registers:

- i. Recall
- ii. Promotional
- iii. Entry Level
- iv. Durational

RECALL REGISTERS

Employees of City of Memphis Government who have regular, full-time status and who have satisfactorily completed their required probationary period will be placed on an employment Recall Register when the employee is laid off from City employment. The Register shall include, by classification and according to City-wide seniority, all employees who have been laid off.

PROMOTIONAL REGISTERS

Promotional Registers are open employees of the City of Memphis Government.. Names will be placed on Promotional Registers based upon the relative standing of an applicant's examination and/or test.

ENTRY LEVEL REGISTERS

Entry Level Registers are open to the public and to all City of Memphis Government employees (regular and contingent). Names of applicants will be placed on Entry Level Registers in an order determined by the relative standing of an applicant's examination and/or test.

DURATIONAL REGISTERS

Durational Registers are open to the public and to all City of Memphis Government employees. Applications will be accepted only during specified posting periods for designated job classifications. Applicant's names will be placed on Durational Registers based upon education, experience, test results, and/or oral interview results. All regular positions in the designated job classifications will be filled from Durational Registers. Upon request by the



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Division Director or designee, all categories of contingent positions may be filled from the Durational Registers.

Applicants applying for jobs, who were previously employed by City of Memphis Government, will not receive preferential treatment and must qualify through the same competitive job-related examination and/or test as any new applicant in order to be placed on an Entry Level Register.

Any employee hired after 07/01/72, or who is hired again after 07/01/72, shall have their seniority date based on their most recent date of employment with the City of Memphis Government. The adjusted date of employment shall then govern seniority and the rate of accrual of vacation and sick leave, reference PM-66-01.

REFERENCE CORRESPONDING POLICY:

- PM-66-01, SENIORITY RIGHTS AND ADJUSTED DATE OF EMPLOYMENT